

<b>Standard: <i>CBT Request Form</i></b>	
<b>Issue Date: May 5, 2000</b>	<b>Standard ID: <i>S-TR-070</i></b>
<b>Supersedes: October 8, 1999</b>	<b>Rev/Change 2.0</b>

**1. Purpose:** To request a CBT course.

**2. Creating Procedures:**

P-TR-070 – Taking a CBT Course

**3. Contents:**

- a) *Trainee Name*: the name of the trainee requesting the CBT Course
- b) *Employee #/ SSN#*: for employees to provide employee number and for non- employees to provide SSN #.
- c) *Date*: the date the CBT request is filled out
- d) *Requested Course Name*: the name of the request CBT course
- e) *Job related or Personal enrichment*: indicate the reason the course is requested
- f) *Charge time to*: indicate how the trainee's time is to be charged
- g) *Charge Number*: the charge number to be used if the course can be charged
- h) *Supervisor signature*: the signature of the supervisor authorizing the CBT course
- i) *Date*: the date the supervisor approves the course
- j) *CD Number*: the number of the CD being checked out
- k) *Date checked out*: the date the CD is checked out
- l) *Date returned*: the date the CD is returned to the Training Coordinator
- m) *Course Completion*: answer the questions about completing the course
- n) *Trainee signature*: the signature of the trainee answering the questions
- o) *Date*: the date the trainee signed the form

**4. Format:**

Following Page

**5. Notes:** N/A

**CBT Request Form**

Trainee Name: \_\_\_\_\_

Employee #/SSN#: \_\_\_\_\_

Date: \_\_\_\_\_

Requested Course Name: \_\_\_\_\_

\_\_\_\_ Job-Related      \_\_\_\_ Personnel Enrichment

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If job-related, supervisor completes:

Charge time to:    \_\_\_\_ Personal Time  
                          \_\_\_\_ Contract Time  
                          \_\_\_\_ Overhead

Charge Number: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Course Materials**

CD Number: \_\_\_\_\_

Date Checked Out : \_\_\_\_\_

Date Returned: \_\_\_\_\_  
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**Course Completion**

\_\_\_\_ I have removed all the course files from my computer.

\_\_\_\_ I have provided a diskette with my CBT history to the Training Coordinator.

Trainee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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